

Policy Number: 313

Policy Title: Evaluation of Employees

Approved: November 16, 2020

Revised:

Purpose

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of Sylvan Heights Science Charter School's (School) goals and objectives.

Authority

There will be plans for regular, periodic evaluations of administrative, professional and support employees.[1][4]

When appropriate, the Board of Trustees (Board) shall be informed periodically about the results of evaluations.

Delegation of Responsibility

The Principal/CAO or designee shall develop plans for the evaluation of School employees.

The Board authorizes the Principal/CAO or designee to use a model for professional employees in accordance with the Pennsylvania Department of Education's guidelines.

The Principal/CAO or designee shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Principal/CAO or person who has supervision over the scope of work of the employee being evaluated and is designated by the Principal/CAO to perform the evaluation.

Guidelines

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool meeting the requirements established by the Pennsylvania Department of Education. [4]

Professional employees are required to be evaluated at least once each year.

Professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the School within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Principal/CAO or his/her designee.

A signed copy of the rating form shall be provided to the employee.

Professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Legal

1. 24 P.S. 510

4. 22 PA Code 19.1

22 PA Code 19.1 et seq